



# Collecting and Reporting the Results

The PFT results are collected and reported every year. State, county, school district, and school results are posted on the Internet. The California Department of Education (CDE) also submits a report of the state PFT results to the Governor and the Legislature annually. The completion of these tasks requires that school districts submit their PFT results to the state. The following table outlines the schedule for collecting and reporting the PFT data.

Activity	Date
School districts submit PFT results to the CDE (via the state contractor)	No later than June 30
PFT results available on the Internet	No later than December 1
Report of results submitted to the Governor and the Legislature	No later than December 1

It is the responsibility of the school district to determine how student performance data will be collected and recorded. The agency the school districts have chosen to report their data or the school districts are responsible for compiling student data in an electronic format to send to the state PFT contractor.

With the current PFT contract expiring, CDE has submitted a request for proposal (RFP) in order to obtain the next PFT contractor. This contractor will be selected prior to the June 30, 2007, reporting deadline for the 2007 PFT results. Once the next PFT contract has been awarded, CDE will notify the PFT coordinators about the selected PFT contract and will update this manual to include the contractor's reporting requirements.

## Collecting School Results and Compiling the Data

*Collecting and Reporting Data* (see Appendix B), provides a variety of steps a school district could take to collect student data and transfer it to an electronic format. These suggestions, while not exhaustive, represent a summary of the procedures school districts have used in past years.

## Data to Be Collected and Reported

Data to be collected and reported by school districts must include a record for each school and for every student in grades five, seven, or nine, whether or not he or she was fully tested, partially tested, or not tested at all.

### Important Note:

Data will not be accepted without completed forms for all schools and students. Data that are submitted without a school record will be considered incomplete. Special care should be taken to make sure that all students have their date of birth and gender recorded correctly. Without this information, student results cannot be calculated.

## Data Collecting and Reporting Services

The information to be collected can be found on the school and student record layouts and the sample school and student data collection forms found in the Appendixes. Information is the same on the respective forms, but formats are different. If a school district plans to report school and student data using e-mail, CD-ROM, or diskette, the record layouts should be used. Because there have been some changes to some of the specifications, please carefully review



the *School Record Layout* and *Student Record Layout*. If data will be reported online, the sample collection forms may be used to record the data prior to their online entry. School and student data collection forms should not be sent to the state contractor.

### **Cost Reimbursement**

All costs incurred to administer, score, analyze, and report results of the PFT are recoverable as “state-mandated costs.” The Office of the State Controller administers cost recovery. This office may be contacted at (916) 324-5729 (phone). Detailed mandated cost claim instructions are found at <http://www.sco.ca.gov/ard/local/locreim/>. Click on “School Districts – December 2006” found under the heading of “State Mandated Cost Manuals.” Under the “State Mandated Cost Program” heading, click on “Physical Performance Tests.”